Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Stipulations** hyperlink.
Enter **Case Number**, click **Next.**
Scroll down and select **Assume/Reject**, click **Next**.
Select the **Party**. If not listed, click **Add/Create New Party**
Click **Next.**

Note: If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next.**

Click **Next.**

Associate the pdf file of the **Stipulation to Assume/Reject**, click **Next.**

Assume/Reject What?

Edit the docket text if necessary.
Click **Next.**
Review final docket text.

Click **Next.**